Administration Essentials Guide

Who should administer the survey?

1. CalFresh Healthy Living educator, or
2. Classroom or special subject teacher, or
3. College or higher-level intern or volunteer from the LHD/subcontractor or partner agency

When do I administer the survey?

The pre-test should always be administered BEFORE any intervention begins.

Pre-tests should be administered within approximately 6 weeks of the first day of school and post-tests within 6 weeks of the last day of school, regardless of when the direct education component of the intervention is expected to be delivered.

The survey must be conducted on a day after students have attended school. It should only be conducted Tuesday-Friday, AND NEVER ON A MONDAY. For weeks with a school holiday/teacher workday, the survey should never be conducted the day after the school holiday/teacher workday. Do not administer the survey the week after a long holiday (i.e. winter or spring break) or school closure. The survey links will be inoperable on Mondays and the day after state/federal holidays. Keep this in mind when scheduling online administration or paper survey data entry.

What do I need to administer the survey?

1. Survey Instrument: Online (recommended) via custom site links (pre and post) OR paper [https://ucanr.edu/sites/ioe/Eating_and_Activity_Tool_For_Students_EATS/](https://ucanr.edu/sites/ioe/Eating_and_Activity_Tool_For_Students_EATS/)
2. Survey administration protocol and this Survey Administration Essentials Guide
3. Student ID number assignments (see optional Student Unique ID Organizer)
4. Chromebooks/computer (recommended) or pencils

How do I assign ID numbers?

1. Assign students in Classroom 1 at Site 1 IDs 100-130, for example
   a. Assign students in Classroom 2 at Site 1 IDs 200-230
   b. Assign students in Classroom 3 at Site 1 IDs 300-330, and so forth
2. Assign students in Classroom 1 at Site 2 ID 100-130
   a. Assign students in Classroom 2 at Site 2 IDs 200-230
   b. Assign students in Classroom 3 at Site 2 IDs 300-330, and so forth
3. Repeat as needed for all school sites
4. Record ID assignments for all sites/classrooms in one spreadsheet, i.e. Student Unique ID Organizer
Other tips?

- Do not truncate online survey links. Custom links include data that will auto-populate survey questions. If you do not distribute the link as provided, that data will not populate the survey and your data will unidentifiable, and thus lost.
- Be sure to use the correct survey link. There will be separate pre- and post-test links. The pre- and post-test links will not be operable at the same time, so if you receive a survey closure message when clicking on a link, check that 1) it is an eligible day to survey, and 2) you are using the correct link.
- Multiple classrooms within a school cannot use the same IDs. All students in a school must have a unique ID.
- The survey can be read aloud question-by-question or students can complete on their own, at their own pace. Choose the option that is works best for your classroom of students.
- Gather attrition data (parent/student opt outs) on the day of pre/post-testing. It will be much easier than trying to go back and recover the data at a later date.
- Visit the website (https://ucanr.edu/sites/ioe/) or email amlinares@ucanr.edu for more resources.